

15 Tips for Managing



Underperforming Employees

- 01 Recognize that there is a problem**

Spot underperformance, such as disengagement or low output, document examples, involve HR, and address the root cause collaboratively.
- 02 Conduct a meeting to establish what causes underperformance**

Hold a private meeting to discuss underperformance, share examples, and ask thoughtful questions to uncover the root cause.
- 03 Clarify the job expectations**

Reiterate the job expectations, document missed targets, and ensure employees understand the required improvements.
- 04 Manage employee expectations**

Unmet job expectations can hinder performance; identify and address misalignments to boost engagement.
- 05 Develop an action plan together**

Once the underperformance issues and causes have been discussed, you can strategize an action plan with the employee and seek a resolution.
- 06 Ensure regular check-ins and follow-ups**

Improvement takes time — hold regular check-ins to track progress and support growth.
- 07 Recognize progress**

Be vocal and acknowledge progress with specific achievements to boost confidence and motivation.
- 08 Practice performance coaching**

Integrate learning into daily work with methods such as microlearning, mentoring, and performance coaching.
- 09 Provide feedback**

Give clear, constructive feedback to highlight progress and guide improvement.
- 10 Keep thorough documentation**

Document the steps taken to deal with an underperforming employee to ensure clarity, accountability, and a fair process.
- 11 If performance doesn't improve, make a decision**

If performance doesn't improve, consider reassignment or termination to protect team morale and the overall work environment.
- 12 Encourage a healthy work-life balance**

Inspiring a healthy work-life balance is one effective method of supporting progress and preventing underperformance from occurring.
- 13 Discuss job crafting as a potential solution**

Job crafting can be a potential solution for underperforming employees, as it empowers them to adjust their jobs to better 'fit' them.
- 14 Revisit role alignment**

A mismatch between an employee's skills and the requirements of their role can cause underperformance. Consider reassigning tasks or exploring opportunities for upskilling.
- 15 Suggest the company's EAP**

Refer employees to Employee Assistance Programs (EAP) for support with personal challenges impacting performance.